



**COUNCILMEMBER DONNA FRYE**

City of San Diego  
Sixth District

**MEMORANDUM**

**DATE:** January 5, 2004  
**TO:** P. Lamont Ewell, City Manager  
**FROM:** Councilmember Donna Frye

**SUBJECT:** Budget Discussions and Council Policy 000-20

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In April 2004 during the first budget discussions for the upcoming year, I requested that the City Manager and City Council follow Council Policy 000-20. The purpose of Council Policy 000-20 *"is to increase Council and citizen involvement in the formative stages of budget preparation and to establish a set of citywide goals, and objectives, and budget priorities on an annual basis. This will enhance the ability of the City Council to shape the budget and direct the activities of the City."* Council Policy 000-20 clearly states that *"the City Council conduct an annual programming effort whereby goals, objectives and program priorities are established at least seven months in advance of actual budget implementation."* As set forth in the council policy, the City Manager is required to provide the City Council with a report to serve as the *"basis for programming."* This should have happened in November, however, to the best of my knowledge this report was never produced. Council Policy 000-20 is attached for your convenience.

I would like to know when this report will be brought forward to the City Council for public hearings and discussion.

Thank you for your attention to this matter. Your timely response is greatly appreciated.

cc: Honorable Mayor and City Councilmembers

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## COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
	000-20	10-13-81	1 OF 2

ANNUAL COUNCIL PROGRAMMING

BACKGROUND

The annual budget for the ensuing fiscal year is initially prepared within departments. Departmental budget requests are submitted to Financial Management for analysis. Recommended changes are developed and forwarded, along with the departmental requests, to the City Manager's Office for review, revision and approval. The process culminates in the Annual Proposed Budget which is submitted to Council for review and approval.

In the past, the budget preparation process leading up to the Annual Proposed Budget has been conducted without direct Council Policy guidance and in the absence of citywide budget goals, objectives and program priorities. Consequently, establishing priorities across departments in the development process has been difficult and there has been a certain amount of speculation as to Council priorities.

PURPOSE

The purpose of annual Council programming is to increase Council and citizen involvement in the formative stages of budget preparation and to establish a set of citywide goals, and objectives, and budget priorities on an annual basis. This will enhance the ability of City Council to shape the budget and direct the activities of the City.

POLICY

It is the policy of City Council to conduct an annual programming effort whereby goals, objectives and program priorities are established at least seven months in advance of actual budget implementation. This policy shall be conducted in accordance with the schedule indicated below.

SCHEDULE

1. In early November of each year, the Manager shall provide City Council with a report to serve as the "basis for programming." This report shall include a brief assessment of current goals and objectives, a summary of allocated funds as set forth in the current budget, a forecast of anticipated revenues and expenditures required to maintain current service levels, and suggested service improvements and/or cutbacks. The Manager shall also disseminate the report to all interested agencies and citizen groups and committees. The Manager shall also notify the public of a hearing to be held in mid-November (see 3 below).
2. In early November, a policy committee including Council staff, Legislative Analyst, committee consultants and City Manager representative (for liaison purposes) shall review the Manager's "basis for programming" and citizen input (see 3 below), and make recommendations to Council regarding, but not limited to, policy guidelines, citywide goals and objectives, priority of community needs, and unresolved issues that require further study by the Manager. The committee shall meet on an ongoing basis during the programming process.

## COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
	000-20	10-13-81	2 OF 2

## ANNUAL COUNCIL PROGRAMMING

SCHEDULE (Continued)

3. In mid-November the City Council shall conduct a public hearing. The purpose of the hearing shall be to provide citizen input in defining goals, objectives; developing program content, budgets; reviewing program effectiveness; and prioritizing of community needs.
4. In late November, City Council shall devote at least one meeting to formulating citywide goals and objectives, program priorities, and other budget policy guidelines. In doing so, the Council shall consider the Manager's "basis for programming," policy committee recommendations, and the result of the public hearing conducted in mid-November.
5. As soon as practicable, the Manager shall transmit to departments the programming decisions and guidelines formulated by Council in November.
6. Departments will prepare budgets and six-year plan in accordance with Council programming decisions.
7. The normal budget preparation and review process will ensue, with the City Manager submitting his proposed budget and six-year plan to Council at the first Council Meeting in March.

Adopted by Resolution No. 215757 Dated 04/14/76  
Amended by Resolution No. 219372 Dated 09/21/77  
Amended by Resolution No. 255200 Dated 10/13/81